

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

January 28, 2008

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order amends Department Manual Sections 3/870.40 and 3/870.50.

PROCEDURE:

I. DEPARTMENT MANUAL SECTION 3/870.40, ADMINISTRATIVE REVIEW, SHALL BE REVISED AS FOLLOWS:

The bureau commanding officer shall:

- * Act as the approving authority, when the recommended disposition of the complaint is **no** penalty, an admonishment, or official reprimand. Approved reports shall be forwarded to the Department Reserve Coordinator for concurrence or militarily endorsement of the recommended adjudication.

The remainder of the section remains unchanged.

II. DEPARTMENT MANUAL SECTION 3/870.50, TERMINATION PROCEDURES, SHALL BE REVISED AS FOLLOWS:

A commanding officer that recommends the termination of a reserve police officer under his/her command to the Chief of Police shall **personally** meet with and inform the reserve officer of the recommendation. This notification shall be referenced in the Letter of Transmittal. The Commanding officer shall then forward the report to his/her bureau commanding officer for review and approval. The approved reports shall be forwarded to the Department Reserve Coordinator for concurrence or military endorsement of the recommended adjudication. Once the Chief of Police has made the final determination, the commanding officer shall again meet with and notify the reserve officer of his/her status.

The remainder of the section remains unchanged.

AMENDMENTS: This Order amends Department Manual Sections 3/870.40 and 3/870.50.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "D"